Financial Analyst Specialist

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Job Description
Position Summary:

The Financial Analyst Specialist provides comprehensive financial management, accounting, and analytical support for Safety and Risk Services (SRS) within the Division of University Operations (DUO) at Colorado State University. This position is responsible for day-to-day accounting transactions, monthly close processes, financial reporting, budget management, and process improvements across multiple fund types.

In addition to supporting SRS, the position provides ancillary financial and analytical support to the Office of the Vice President for University Operations (VPUO) and the Office of the Vice President for Human Resources (VPHR), contributing to divisional financial planning, financial transaction support and reporting.

This position is based in Fort Collins, Colorado and requires a minimum of three days per week in the office. A hybrid schedule (up to two remote days) may be available depending on operational needs.

Essential Job Duties:
Accounting and Financial Transaction Processing:

- Process accounting transactions for Safety and Risk Services and affiliated DUO and HR units, including journal entries, expense transfers, internal orders, and billing activities.
- Ensure timely and accurate posting of transactions across E&G, auxiliary, and self-funded accounts in accordance with GAAP, GASB, and CSU fiscal policy.
- Own the monthly close checklist and balance-sheet reconciliations (cash, AR/AP, prepaid/deferrals, accruals); prepare variance analyses and certify close completeness.
- Reconcile accounts, monitor balances, and resolve discrepancies to maintain financial integrity.
- Maintain documentation to support audits and compliance reviews.
- Support purchasing, travel, and procurement card reconciliation processes.
- Assist with fiscal year-end closeout, accrual entries, and preparation of financial schedules.

Financial Management and Reporting:

- Prepare monthly and annual financial reports, variance analyses, and forecasts for the Assistant Vice President for Safety and Risk Services and unit directors.
- Provide ancillary transaction support, reporting and analysis for the Vice President for University Operations and Vice President for Human Resources.
- Track revenue, expenditures, and carryforward balances; identify and communicate budget trends.
- Maintain cost models and support annual rate studies and fee reviews to ensure accuracy, compliance, and transparent cost recovery.
- Support annual budget development and mid-year projections across assigned units.
- Publish accessible dashboards for leadership and departments highlight

Financial Systems, Process Improvement, and Analysis:

- Evaluate and enhance financial and administrative processes within SRS.
- Develop templates, financial models, and dashboards using Excel, Power BI, AI or other reporting tools.
- Collaborate with enterprise finance offices (Budget, Controller's Office, Procurement, IT) to strengthen system efficiency and data integrity.
- Lead and implement process improvements within the position's sphere of influence to increase accountability, accuracy, and customer satisfaction.
- Lead quarterly user-access and segregation-of-duties reviews; serve as internal audit liaison and track remediation to closure.

Customer Service and Collaboration:

- Provide responsive, professional support to SRS, DUO, and HR staff regarding financial inquiries and reporting needs.
- Demonstrate a service-oriented approach that emphasizes collaboration, accuracy, and responsiveness.
- Establish service level targets for transaction processing and report requests; monitor and report on performance.
- Clearly communicate complex financial information to a range of audiences.
- Participate in divisional and unit meetings, sharing financial insights to support planning and decision-making.

Conditions of Employment:

Pre-employment Criminal Background Check (required for new hires).

Supervision:

No formal supervisory authority

Minimum Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field.
- 5-10 years of progressively responsible experience in accounting, budgeting, or financial management in higher education, government, or a comparable organization.
- Strong understanding of fund accounting, GAAP/GASB, and internal control principles.
- Experience processing and reconciling transactions in enterprise-level financial systems.
- Proficiency with Microsoft Excel and strong analytical and reporting skills.
- Demonstrated commitment to accuracy, transparency, and excellent customer service.

Preferred Qualifications:

- Master's Degree in Accounting, Finance, Business Administration, or Public Administration; CPA or CMA certification.
- Experience developing or improving enterprise financial systems or analytical reporting tools.
- Advanced proficiency with Power BI, AI or other data visualization platforms.
- Demonstrated success implementing financial process improvements that enhance efficiency, accuracy, or service quality.
- Familiarity with financial structures, policies, and practices in large universities or public-sector environments.

To apply:

Please upload a cover letter that addresses the required and preferred job qualifications, a resume, and the contact information for three professional references. References will not be contacted without prior notification to candidates. To ensure full consideration, applications must be received by 11:59pm (MT) on January 31, 2026

Salary Range
$80,000.00 - $110, 000.00

Required Application Documents

To apply, please upload the following applicant documents. Ensure your materials fully address the required and preferred job qualifications of the position. Please note, applicants may redact information from their application materials that identifies their age, date of birth, or dates of attendance at or graduation from an educational institution.
Cover Letter, Resume/CV
Employee Benefits

Colorado State University is not just a workplace; it's a thriving community that's transforming lives and improving the human condition through world-class teaching, research, and service. With a robust benefits package, collaborative atmosphere, and focus on work-life balance, CSU is where you can thrive, grow, and make a lasting impact.

- Review our detailed benefits information here.
- Explore the additional perks of working at CSU here.
- For the total value of CSU benefits in addition to wages, use our compensation calculator.
- Lastly, click here for more information about why Fort Collins is consistently ranked in the top cities to live in!

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

EEO

Colorado State University (CSU) provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.